

Approval: Governing Board of Black Sea International University

Resolution #03, 10/01/2024

International Black Sea University

Regulation of Student Services and Registry Service

Tbilisi

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Article 1. General Provisions

1. This regulation defines the main goals and tasks, functions, duties, powers, management organization, and structure of the main administrative structural unit of the International Black Sea University (hereinafter - the University) - Student Services and Registry Service (hereinafter - the Service);
2. The service conducts and directs its activities in accordance with the law of Georgia "On Higher Education", the university's regulations, this regulation, and other legal acts in effect at the university.
3. The student service and registry office is subordinate to the vice-rector in the field of administration and is accountable to him.

Article 2. Functions of the service

1. The functions of the student service and registry office are:
 - a) To directly supervise the admission announced for the unified national exams/common master's exams/doctoral program, as well as the enrollment of students for entrants/students/master's degree candidates without passing the unified national exams/common master's exams as a result of granting the right to study in higher educational institutions, the transfer and/or transfer of students from another institution, the internal mobility process between schools/educational programs within the university, to participate in the process of recognizing credits while moving within the framework of student mobility;
 - b) Control the student quota, as well as monitor the dynamics of student statuses, and prepare training orders regarding the change in the student quota.
 - c) Record statistical data about students;
 - d) To manage the appropriate university electronic database;
 - e) To ensure the reflection of relevant information in the database of the student register of the education management information system,
 - f) Prepare relevant information, both for intra-university use and for submission to relevant structural units;

- g) Participate in the preparation of questionnaires for admission to bachelor's, single-level, and master's programs through unified national exams/common master's exams and determining the admission quota;
- h) Based on the information provided by the schools, to prepare the appropriate diplomas and annexes of the bachelor's, one-level program, master's, and doctorate, as well as issue the produced diplomas to the graduates by publishing them in the appropriate magazine;
- i) To manage the student's personal file, prepare and issue a mark sheet and other documentation;
- j) To keep the personal files of students and graduates and to manage the archive of personal files;
- k) Together with the Department of International Relations and Deanships, to participate in the exchange programs in the process of the students' business trips and then the recognition of the marks and credits brought by them.
- l) Prepare letters containing information related to the student's status and academic performance for the relevant agencies, as well as for the National Center for the Development of the Quality of Education.
- m) To participate in the authorization/accreditation process within the scope of competence.
- n) To submit the annual report of activities in the field of administration to the vice-rector.

Article 3. Service structure

1. The service includes:

- a) Head of Student Services and Registry Office
- b) Manager of student services and registry service;

2. The rector of the university appoints and dismisses the employee of the service in accordance with the rules established in the university.

3. The service is directly subordinated to the vice-rector of the university in the field of administration and is accountable to him;

4. Upon hiring, you will submit additional qualification requirements for employees, if necessary, the rector will determine.

Article 4. Function of the head of the student service and registry service – duties

1. The general management of the service is carried out by the head of the service.
2. The head represents the service in intra-university and external relations, plans and directs the service's activities, and is responsible for its effective work.
3. Head of service:
 - a) Rationally distributes the work to be performed to the administrative staff under the head of service authority and controls the quality of the performed work;
 - b) Within the competence of the service, prepares relevant proposals for discussion with the vice-rector in the field of administration;
 - c) Participates in the statistical processing of data, in the preparation of orders related to academic processes, in the process of enrollment and mobility of students, in the process of regulating the dynamics of student statuses;
 - d) Together with the Department of International Relations and the Dean's Office, participates in the preparation of student exchange programs and then in the recognition of the results achieved by them;
 - e) Calculates the weighted average of students' marks (the so-called GPA) and determines the ranking of students according to schools, courses, and specialties;
 - f) Complying with the requirements of each educational program, compiles a list of graduates who have earned a doctorate/master's/one-level program/bachelor's diploma and prepares an appropriate diploma and appendix in accordance with the applicable legislation.
 - g) Ensures complete order of documents, assembling information search system and performance control;
 - h) Coordination of the collection of information about university students and provision of relevant information to different departments of the university;
 - i) Constant updating of the student database (data processing);

- j) Reflecting the orders issued about students in the database of university and education management information systems;
 - k) Coordination of the collection of information about university students and provision of relevant information to different departments of the university;
 - l) Participation in the authorization/accreditation process within the competence;
 - m) Performance of other functions assigned by the immediate supervisor.
 - n) The head of the registry service is accountable to the vice-rector in the field of administration.
4. Defined qualification requirements of the head of the service:
- a) A person with a higher education who has at least 2 (two) years of work experience in a similar field is accepted for the position of head of the registry service.
5. The head of the service is accountable to the vice-rector in the field of administration.

Article 5. Manager of Student Services and Registry Service:

1. The manager of student services and registry service provides:
- a) Coordinating the collection of information about university students and providing assistance to the head of the department in providing relevant information to various departments of the university;
 - b) Participating in the creation, production, and updating of the student database (data entry, processing);
 - c) Creation and arrangement of students' personal files;
 - d) Preparation of documents for students participating in mobility;
 - e) To provide technical assistance for the training process monitoring service within the competence;
 - f) Participation in the authorization/accreditation process within the competence;
 - g) To perform other tasks given by the head of the service.

h) The manager of the service is accountable to the head of the service and the vice-rector in the field of administration.

2. Defined qualification requirements of the service manager:

a) A person who has a higher education or is a graduate student is accepted for the position of manager of the registry service.

b) Work experience.

Article 6. Final Provisions

1. This provision shall enter into force immediately upon acceptance by the Governing Board;

2. Amendments to this regulation are made in accordance with the rules established by the university;

3. Changes are reviewed and approved by the university's governing board.

4. Additional functions of the service can be determined by other normative documents of the university;

5. The vice-rector in the field of administration controls the implementation of this provision.